



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
US ARMY RESOURCES AND PROGRAMS AGENCY  
105 ARMY PENTAGON  
WASHINGTON DC 20310-0105



HUMAN RESOURCE  
MANAGEMENT DIRECTORATE

JDRP-HR-L

19 June 2003

MEMORANDUM FOR HEADS OF ACTIVITIES SERVICED BY THE  
HUMAN RESOURCE MANAGEMENT DIRECTORATE

SUBJECT: Annual Rating and Year End Reminder

1. The rating period for GS/GM13-15 ends 30 June 2003. The following information is provided to help with the rating process.
  - a. Ratings are documented on Evaluation Report (DA Form 7222). The Support Plan (DA Form 7222-1) **must** be attached to the Evaluation Report.
  - b. The annual rating period normally covers 12 months. The minimum annual rating period for an employee is 120 days (see DA Pamphlet 690-400, page 6).
  - c. The performance plan **must** be in effect at least 120 days (based on date the Senior Rater initialed) before an Evaluation Report may be completed.
  - d. Each rated objective **must be annotated** with the appropriate objective rating, i.e., (E) – Excellence, (S) – Success, (NI) – Needs Improvement, (F) – Fails.
  - e. Evaluation Report Forms may not be extended by additional pages.
  - f. Bullet comments should support the rating given and clearly document what the Ratee actually accomplished.
  - g. Document performance award nominations/approvals on a copy of page 1 of the Evaluation Report. No award information will be annotated on the original Evaluation Report (see DA Pamphlet 690-400, page 36).
  - h. Employees will not be automatically nominated for a performance award based on their rating. Performance awards should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardees and their peers.

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- i. Generally, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lesser ratings.
  - j. Check either the "Yes" or "No" block in Part IVa of the Evaluation Report *only* if the Ratee is a supervisor or manager.
  - k. Values in Part V don't factor into formulas for determining the overall performance rating, but they offer an opportunity to recognize Ratee contributions which go beyond simple work output.
  - l. All monetary and time-off awards are now electronically submitted by managers and supervisors directly to the Civilian Personnel Operations Center (CPOC) located in Aberdeen, Maryland, by creating a Request for Personnel Action (RPA) through Modern. Until regulations change, a hard copy of the supporting documentation (Annual Evaluation, DA Form 1256, and justification) will be provided to your incentive awards administrator in the Human Resource Management Directorate, Labor Management and Employee Relations Division (HRMD/LM&ERD) prior to submitting an RPA to the CPOC.
  - m. Forward one copy of completed DA Form 7222 with DA Form 7222-1 attached. If an employee is to receive a Performance Award, also forward page 1 of DA Form 7222 with Part III (b) completed, to include an original signature in the award approved block. Send completed package to your Incentive Awards Administrator in HRMD/LM&ERD, Pentagon, Room 1A884, Washington, D.C. 20310-6800 by **15 August 2003**. Incomplete packages will be returned to the originating organization.
2. All awards to be paid out of Fiscal Year 2003 funds are to be received in HRMD/LM&ERD on or before **15 August 2003**. This deadline is necessary during a time of extremely heavy workload to allow for review by the Incentive Awards Administrator prior to the end of the fiscal year. Failure to submit awards by **15 August 2003** may result in awards being paid out of your Fiscal Year 2004 funds.

  
Sherri Vaals Ward  
Director